

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 9 May 1956

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report No. 19
2 - 8 May 1956

SIGNIFICANT ITEMS

None

OTHER ACTIVITIES

1. Overseas Training Support

25X1

b. The Audio Aids Section/ISB has completed the work of transcribing a Vietnamese language sound track (magnetic) on a series of four training films. The delivery of the films was made to FE,

25X1

2. Chief, ISB and TSS Training Officer briefly discussed the problems involved in graphic illustration and reproduction of manuals. C/ISB was informed by that the R&D Section/Graphics Unit T/O has been reduced to the barest minimum of one staff artist. A meeting has been tentatively set up to discuss the possibility of a solution to assist TSS Graphics in handling the bulk of their graphic requests.

3. of the LO Planning Group for the proposed Agency building extended his appreciation and thanks to the staff of VAS/ISB for the work and assistance the staff had rendered his group in the preparation of the three-dimensional model of the building.

4. Bibliography and Research

a. The compilation of a bibliographic listing of materials on Hand-to-Hand Fighting has been completed by the staff of LIB/ISB and passed to E&R for reproduction and printing.

25X1 b. Materials dealing with events in Korea (1945-1950) have been obtained for use [redacted] The nine items selected consisted primarily of official documents and interpretations of the events by State Dept. analysts.

c. The staff of LIB/ISB is currently making an extensive search of the OSS Archives for materials dealing with SSU and CIG. Requested by the staff of BOC.

5. Printing and Reproduction

a. Catalog of Courses, Revisions, June 1956, all catalogs. The revised text pages have been delivered to C/PSD/LO on 8 May 1956. Estimated date of completion would be some time early in June 1956.

b. CIA/Armed Forces Reserve Training:

1) Medical Support in Unconventional Warfare--Advanced Sheet: 16 stencils received Wednesday, 2 May; to be reproduced in 500 copies each and collated for PPS/TR [redacted] will be completed and returned Wednesday, 9 May. 25X1

2) Medical Support in Unconventional Warfare--Instructor Guide: 18 stencils received Wednesday, 2 May; to be reproduced in 50 copies each and collated for PPS/TR [redacted] will be completed and returned Wednesday, 9 May. 25X1

c. Basic Tradecraft Manual. Approximately 150 pages to be typed and proof-read; art work will be handled by VAS/ISB.

d. Administrative Communications: 1,190 copies of 15 pages were reproduced, collated and distributed by E&R.

e. Studies in Intelligence, Number 3. Text and layout have been checked by ISB and delivered to PSD/LO for proof page copy (linotype composition).

6. Training Aids Completed during the Week

a. Basic School/BOC. Miscellaneous cards and student handout materials; design and artwork for two training charts; design of one blanket-board training aid.

b. Intell School/IPM. Miscellaneous cards lettered.

c. Lang and Area. Design and artwork of two training charts and one map chart; mounted a total of 14 photo enlargements for the EE Area Program; processed through PSD/LO a total of 58 slides for the Orientation Lecture Series (East Europe and Satellites); miscellaneous cards and signs: total--28.

d. Audio Aids/ISB. Artwork for two charts; completed request for photo copy of two documents.

7. Progress on Major Training Aids

a. The present status on the revision of, and planning of exhibits for the Intelligence Products Exhibits/BOC is as follows:

1) Graphics Register--Film Branch Display, currently being worked on--65% complete.

2) Office of Training. Final layout of the revised display under review.

b. Illustrations for the Cable Handbook are now being reviewed by the Staff of the Cable Secretariat.

8. Attendance at the Language Film Program

a.	2 May	German	[REDACTED]	persons
b.	2 May	Russian		"
c.	3 May	Spanish		"
d.	3 May	Polish		"
e.	7 May	Japanese		"
f.	8 May	Italian		"
g.	8 May	Russian		"
h.	9 May	Russian		"

9. Because of the low attendance figure at the after-hours language film program in I Building, the language training films are currently being shown at noon each day in the Language Laboratory, I Building.

The East European film program for language students is continuing to have a large audience. The films are being shown on a scheduled basis in Room 1016, R&S Building.

10. Personnel